

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

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WEBSITE: WWW.BAAQMD.GOV

Procedures for Completing Permit Application Package

1. Provide basic information about your plant on Form P-101B.
2. On a plot plan of your facility, drawn roughly to scale, locate and clearly mark every operation for which you are applying for a permit. These will be referred to as Sources. Label each Source on the plot plan with "S" followed by an identifying **SOURCE NUMBER**. Sequentially number the sources starting with one (1); for example, S1, S2, S3, S4, etc.
3. On the same plot plan, locate and clearly mark every operation whose primary purpose is to reduce or abate air pollutants. These will be referred to as **ABATEMENT DEVICES**. Label them as above, but with "A" rather than "S" designations; e.g., A1, A2, A3, A4.

Similarly, mark on the plot plan every stack chimney, or other well-defined point where air pollutants enter the atmosphere. These will be referred to as **EMISSION POINTS**. Label them with "P"; e.g., P1, P2, etc.

On the same plot plan, or on a sketch using the same identifications described above, show the relationship between the various Sources, Abatement Devices, and Emission Points by drawing arrows between them to indicate the flow of air pollutants.

4. If two or more sources are process-related (one supplies feedstock to the other, etc.), prepare another plot plan or sketch using the same Source Numbers described above, label it **PROCESS FLOW**, and show with arrows the flow of process materials.
5. For each Source, fill out an appropriate Data Form. There are many different Data Forms for Sources, including:

Form C	Combustion of Fuels
Form D	Dry Cleaner
Form F	Semiconductor Fabrication Area
Form G	General
Form S	Surface Coating and Solvent Use
Form SC	Solvent Cleaning Operations
Form T	Tankage, Loading and Handling of Organic Liquids

One source may require several Data Forms if it involves several different processes, each generating air pollutants. A dryer, for example, would require two Data Forms if it burned fuel for heat (Data Form C), and the material being dried produced dust (Data Form G).

Each Source Data Form asks for the Plant Number the BAAQMD has assigned to your plant *if you have previously permitted equipment*. Please supply this number if known. Each form also ask for the Standard Industrial Classification (SIC) number most appropriate to your plant.

6. For each Abatement Device, fill out Form A.
7. For each Emission Point, fill out Form P.
8. Mail completed materials to the above address.